

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
January 13, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:36 PM
All Commissioners were present and Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Caucus, Regular and Executive Session Minutes of the December 9, 2010 Meeting, as amended, was made by Mr. German; 2nd by Mr. Brennan; **a unanimous vote.**

Payment of Bills

Motion to approve payment of all bills dated January 13, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex, Municipal Maintenance and Pennsauken Township and Arnold Safe & Lock, dated December 9, 2011. Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment at 6:48 PM
None present. Meeting closed to the public at 6:48 PM

Staff Reports:

Commissioners reviewed each without further discussion.

New Business:

PCC Project Approvals

A motion was made to authorize Mr. Spafford to seek a 60- Day extension of the bids from the bidders .
Motion: Mr. German, 2nd by Mr. Brennan; A unanimous roll call vote followed.

A Resolution was passed for conditional award of, R&V portion to/ Level 1 Construction at \$1,243,000.00 (Inclusive of Maple Shade \$221,000.00); and T&M portion to / George E. Ley Co. at \$ 1,570,281.80 contingent upon approvals by Maple Shade Township, Pennsauken Township, the NJ State DEP and after review of all final documents. Motion: Mr. German, 2nd by Ms. Killion; a unanimous roll call vote followed.
(Resolution 2011-01)

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Commissioners authorized Counsel to retain local counsel to make pro hac vice motion in US Southern District of New York in conjunction with other claimants in A&P bankruptcy with MPWC contribution up to \$500.00 in order to protect MPWC interest in that action. Counsel to return for further ratification if necessary.

New Services

Motion to approve new service for 6 1-inch services and 1 4-inch service at Block 177.01, Lot 7 on chapel Avenue in Cherry Hill. Motion: Mr. German; 2nd Ms. Killion: with a unanimous roll call.

Project Status The Dedication Committee will be scheduling their next planning meeting shortly.

Sale of 20 West Maple Avenue

A motion was made to authorize staff to go out to bid again in March for sale of property with same minimum as last time under same terms. Motion: Mr. German, 2nd by Mr. Brennan; A unanimous roll call vote followed.

Resolution 2011-02

Commissioners Reports / Discussions / Comments:

All Commissioners expressed their congratulations and thanks to Commissioners and Staff for the time and effort put forth in bringing the Westfield Avenue Facility to completion. President Kofoet thanked Mr. Saraceni for doing a great job at leading his team to success. There was a discussion regarding wall hangings, decorations, etc. and it was decided that all would be approved by the COO.

Executive Session:

Resolution to enter Executive Session at 6:57 PM regarding matters of personnel by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Resolution was made to return to Public Session of Business Meeting. Motion by: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Commissioners Re-entered Public Session at approximately 9 PM.

Motion Made by Mr. German and seconded by Ms. Killion to promote Mr. Garaguso to Assistant Superintendent with a commensurate 3.5% salary increase effective 1/1/2011; Roll call was unanimous.

Motion Made by Mr. Brennan and seconded by Mrs. Davis to promote Angela Waldron to be in charge of Administrative Services and to increase her salary to \$47,500.00, effective 1/1/2011. Unanimous roll call vote.

Motion Made by Mr. German and seconded by Mr. Brennan to provide and across the board increase to all employees from their salary scale immediately prior to the motion so as to provide an increase to all of 2.5% effective 1/1/2011. Unanimous roll-call vote.

Motion made by Ms. Killion and second by Mr. Kofoet to increase the stand-by rate to \$20.00/hour effective 1/1/2011. Unanimous roll call vote.

(ALL four done in **Resolution 2011-03**)

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Adjournment:

Motion by Mr. German and 2nd Mr. Brennan; **unanimous** voice vote at 9:05 PM

Submitted by,
Brandy Eisenmann & Michael Saraceni

**Minutes of the MPWC Monthly Business Meeting
February 10, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 7:06 PM
All Commissioners were present and Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Caucus, Regular and Executive Session Minutes of the December 9, 2010 Meeting, as amended, was made by Mr. German; 2nd by Mrs. Davis; **a unanimous vote.**

Payment of Bills

Motion to approve payment of all bills dated February 10, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex, Municipal Maintenance and Pennsauken Township dated February 10, 2011.
Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment at 7:06 PM
None present. Meeting closed to the public at 7:06 PM

Staff Reports:

Commissioners reviewed each without further discussion.

New Business:

Sealing of Decommissioned Delaware Gardens Well #2

A motion was made to authorize to prepare bid to seal Delaware Gardens Well #2 . Motion: Mr. German, 2nd by Mrs. Davis; A unanimous roll call vote followed.

MPWC Vehicles

A motion was made to authorize bid for MPWC Vehicle Fleet. Motion: Mr. German, 2nd by Mrs. Davis; A unanimous roll call vote followed. (Staff to pursue alternative fuel options)

Woodbine Sewer Line

A motion was made to authorize bid for Woodbine Avenue Sewer Line project. Motion: Mr. German, 2nd by Ms. Killion; A unanimous roll call vote followed.

Temporary Disability Insurance

A motion was made to approve replacing the State temporary disability insurance with private insurance, conditional on required employee participation of 50%+1. Motion: Mr. German, 2nd by Ms. Killion; A unanimous roll call vote followed.

New Services

Motion to approve new service for 7525 Forrest Avenue, Pennsauken – 1” service for new residence. Motion: Mr. German; 2nd Ms. Killion: with a unanimous roll call.

Commissioners Reports / Discussions / Comments:

Mr. German commented on the final 2010 budget numbers and complimented staff on a job well done with the budget over the past year. Mrs. Davis indicated that she has enjoyed working with staff on both the Communications and Dedication committees and looks forward to continuing. Ms. Killion echoed that sentiment and has enjoyed working with staff on the Communications committee. Mr. Brennan noted that he appreciates the additional information with the new notification system in place.

Executive Session:

Resolution to enter Executive Session at 7:24 PM regarding matters of personnel by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Resolution was made to return to Public Session of Business Meeting. Motion by: Mr. German, 2nd by Mrs. Davis. Approved by a unanimous voice vote.

Commissioners Re-entered Public Session at approximately 7:55 pm.

Motion to abolish Special Counsel consulting firm and remove from appointed consultants effective January 1, 2011. Duties of Special Counsel to be assigned to General Counsel, to be made a part of assigned duties. Motion by Mr. German, 2nd by Ms. Killion. Approved on unanimous vote.

Adjournment:

Motion by Mr. German and 2nd Mr. Brennan; **unanimous** voice vote at 8:00 PM

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
March 10, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 7:20 PM
All Commissioners were present and Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Caucus, Regular and Executive Session Minutes of the February 10, 2011 Meeting, as amended, was made by Mr. German; 2nd by Mrs. Davis; **a unanimous vote.**

Payment of Bills

Motion to approve payment of all bills dated March 10, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex, Municipal Maintenance, Arnold Safe & Lock and Pennsauken Township dated March 10, 2011. Motion: Mr. German; 2nd Ms. Killion; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment at 7:25 PM
None present. Meeting resumed.

Staff Reports:

Commissioners reviewed each without further discussion.

Old Business:

Sealing of Decommissioned Delaware Gardens Well #2

It was noted that the bid documents for the decommissioning of the Well #2 are being prepared.

Sale of 20 West Maple Avenue

The Commission has authorized that the ownership of the easement behind the building (Post Office) be transferred to the Borough of Merchantville. General Counsel was instructed to effectuate the transfer, as well as, revise the resolution for the sale of the property to reflect certain deed restrictions, as discussed, and bring the Resolution to the next meeting for review By the Commission.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

New Business:

Woodbine Sewer Line

A motion was made to award the bid to low bidder, G. Helmer for \$119,800.00. Motion: Mr. German, 2nd by Ms. Killion; A unanimous roll call vote followed.

Kenilworth Main Relining/Replacement Project

A motion was made to authorize RFP for a survey of the project to MPWC consulting engineers. Motion: Mr. German, 2nd by Mr. Brennan; A unanimous roll call vote followed.

Project Status Table:

Westfield Avenue Building to be removed upon confirmation of "Substantially Complete"; PCC project to be removed; GAC project to be removed; additions to include: Marion Avenue tank painting, Delaware Gardens Well Decommissioning; Kenilworth main project.

Antennas at Marion Ave Site:

Mr. McConnell recommended that the Commission engage with T-Mobile/Omni point regarding space for one additional antenna on the Marion Avenue tank, indicating that there would be an obvious delay due to the tank painting project, and requested authorization to prepare bid documents to be prepared in the future.

Commissioners Reports / Discussions / Comments:

Mr. German thanked the Commissioners and Staff and indicated that he was both surprised and touched by the dedication of the Westfield Ave. public meeting room. Mr. German also congratulated President Kofoet on his presentation at the ribbon cutting ceremony. Mrs. Davis thanked staff for their hard work and a job well done with the Dedication Ceremony. Mr. Kofoet thanked Mrs. Davis for her service to the Committee. Ms. Killion echoed the sentiments of the other Commissioners with regard to the successful ribbon cutting ceremony and also thanked staff for their efforts. Mr. Brennan was apologetic that he was unable to be part of the ceremony and indicated that he understood that it was a successful, well run event. Mr. Kofoet read a letter of thanks from Mr. German and indicated that he really enjoyed the day and thanked Staff for their efforts and the last minute details that went into making the event successful. Mr. Kofoet also indicated that the MPWC would be sending several thank-you letters to those that helped to make our event successful.

Executive Session:

Resolution to enter Executive Session at 7:50 PM regarding matters of personnel by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Resolution was made to return to Public Session of Business Meeting. Motion by: Mr. Brennan, 2nd by Mr. German. Approved by a unanimous voice vote.

Commissioners Re-entered Public Session at approximately 8:26 PM.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. German; **unanimous** voice vote at 8:27 PM

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
April 14, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:00 PM
All Commissioners were present and Open Public Meetings Act Compliance Statement was read.

Items to be discussed:

GAC Filter Plant – Dedication & Update

C.O.O. Michael Saraceni reported that the MPWC is awaiting a response from the State regarding official press release and dedication. Engineer Rich Spafford reported that the plant start-up took place approximately 3 weeks ago and that there were two (2) small punch list items remaining. Mr. Spafford reported that the main difference in testing would be 4 different sample ports and that those would be tested and monitored in-house. It was confirmed that testing would continue to take place as was already required with current compliancy.

Vehicle Fleet

Superintendent Whalen reported on options for purchase vs. lease and of a utility vehicle and recommended leasing the gasoline-powered vehicle (original Bid) with the consideration to purchase at the end of the lease.

Solar Program Review

Mr. Spafford reviewed the options for moving forward with placing a solar field at the Browning Road facility. The Commission discussed advertising competitive contract bids for the project.

Park Avenue Tank Project

Mr. Spafford reported that staff is currently investigating options to better utilize the Park Avenue tank and that a corrective action plan is being developed.

Arbor Day

Both the Township and the Borough have been contacted regarding Arbor Day tree planting activities. Time and location for these activities will be determined in the near future.

ID Cards

Commissioner ID card renewals to be issued to correct the address on the current card.

Drinking Water Week

Superintendent Whalen and Brandy Eisenmann reported on the activities planned for the May 1 – 7, 2011 Drinking Water Week, to include: student tours of the Park Avenue facility, a poster contest offered to 5th grade students in the Borough and the Township, updated information on our website and on Channel 19.

Mr. Bernhard Kofoet
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Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Kenilworth Avenue Survey - RFPs

Rich Spafford reported that Remington & Vernick was the low bidder for the project at \$6,750.00.

Delaware Gardens Well Resealing

Rich Spafford reported that A.C. Schultes was the low bidder at \$19,000.00.

Easement Transfer, Merchantville Borough

Mr. McConnell reported that the Easement Transfer and associated resolution are prepared and have been reviewed by the Secretary. There was a discussion regarding a potential buyer and the necessity of advertising public bid. It was determined that the MPWC must advertise for public bid and any potential buyer must bid according to that procedure.

Records Storage Room-Westfield Office

Mr. Saraceni reported on his discussion with the Township Clerk regarding the use of some long-term storage space at the Westfield Records Room. Mr. Saraceni also reported that he extended the offer also to the Borough of Merchantville and that staff had been working on organizing MPWC records and attempting to analyze our own storage needs. Mr. Spafford shared the proposed layout should the Commission agree to share space. There was a discussion regarding the amount of space to be offered and the type of shelving to be included in the area. It was determined that any expenses to be incurred would be by the Borough and the Township should they choose to store items at the Westfield facility.

Approval of the Minutes:

Motion to approve the Caucus, Regular and Executive Session Minutes of the March 10, 2011 Meeting, as amended, was made by Mr. German; 2nd by Mrs. Davis; **a unanimous vote.**

Payment of Bills

Motion to approve payment of all bills dated April 14, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay Pennsauken Township dated April 14, 2011. Motion: Mr. German; 2nd Mr. Brennan; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

Staff Reports:

Mr. McConnell reported that he's been communicating with Cherry Hill Township regarding their requirement to notify customers when the MPWC services their property.

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Old Business:

Fleet Bid

A motion was made to award the MPWC 2011 fleet lease of 8 vehicles to the lowest bidder – Miller Ford (\$4,216/month), as submitted. Motion: Mr. German, 2nd by Ms. Killion; A unanimous roll call vote followed.

New Business:

Delaware Gardens Bid

A motion was made to award the bid to low bidder, A.C. Schultes for \$19,000.00. Motion: Mr. German, 2nd by Mrs. Davis; A unanimous roll call vote followed.

Kenilworth Avenue Survey

A motion was made to award the bid to low bidder, Remington and Vernick for \$6,750.00. Motion: Mr. German, 2nd by Mrs. Davis; A unanimous roll call vote followed.

RESOLUTIONS:

Easement

A Resolution authorizing the subdivision of and conveyance to the Borough of Merchantville of a portion of Parcel of Land within the Borough of Merchantville at 20 West Maple Avenue. Motion: Mr. German, 2nd by Ms. Killion; A unanimous roll call vote followed.

Sale of 20 West Maple

A Resolution authorizing the sale of certain MPWC owned parcel of land within the Borough of Merchantville at 20 West Maple Avenue – minimum bid of \$150,000.00, with certain restrictions as specified by General Counsel. Motion: Mr. German, 2nd by Ms. Killion; A unanimous roll call vote followed.

Project Status Table:

No comments

Commissioners Reports / Discussions / Comments:

Mr. Brennan commented that the new drapes in the Public Meeting Room looked nice and helped with the sound and noted that the camera in the room had been moved and thanked staff for their efforts.

Executive Session:

Resolution to enter Executive Session at 7:05 PM regarding real estate transactions and matters of personnel by Mr. German, 2nd by Ms. Killion. Vote was unanimous.

The Executive Session was conducted. Please note that Commissioner Killion was excused (absent) for the Executive Session as she had another commitment to attend. (See separate Executive Session Minutes.)

A Resolution was made to return to the Public Meeting at 7:46 pm. Motion: Mr. German, 2nd by Mrs. Davis, approved by a unanimous vote.

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Actions Taken:

Personnel

A motion was made to approve staff recommendation to transfer Robert Alexander from his current position of Plant Operator to the Support Services/Maintenance position effective May 2, 2011. Motion: German, 2nd by Mrs. Davis, approved by a unanimous vote.

A motion was made to authorize the recruitment of a replacement Plant Operator to fill the vacancy created in the Plant Operator's schedule; Motion: Mr. German, 2nd by Mrs. Davis, approved by unanimous vote.

A motion was made to authorize the recruitment of an "Accounts Receivable/Customer Support" person to augment the Finance and Customer Support functions of the office; Motion; Mr. German, 2nd by Mrs. Davis, approved by unanimous vote.

Adjournment:

Motion by Mr. German and 2nd Mr. Brennan; **unanimous** voice vote at 7:55 PM

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
May 12, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann
Craig Campbell, Asst Superintendent

The President called the meeting to order at 6:00 PM
All Commissioners were present and the Open Public Meetings Act Compliance Statement was read.

Also in attendance were the recipients of the MPWC 2011 Water Week Poster Contest, along with their families: Madison Rooney, Kyla McFadden, Audrey Mancini and Zachary Moore.

Salute to the Flag: Commission President Kofoet asked everyone to remain standing after the salute and called for a moment of silence in memory of the recent passing of MPWC employee Samuel Magro.

Items to be discussed:

Approval of the Minutes:

Motion to approve the Caucus, Regular and Executive Session Minutes of the April 14, 2011 Meeting, was made by Mr. German; 2nd by Ms. Killion; **a unanimous vote.**

Payment of Bills

Motion to approve payment of all bills dated May 12, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to pay Arnold's Safe & Lock, Hybrid Puratex and Township of Pennsauken dated April 14, 2011.

Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

GAC Filter Plant – Dedication

Mr. Saraceni indicated that the dedication was confirmed for May 25, 2011 at 10:00 and that both Mayors have committed to attending. Mr. Saraceni clarified that the appropriate DEP representatives would be present; however, a commitment from the NJDEP at the Commissioner or Deputy Commissioner levels had not yet been confirmed.

MPWC Water Week 2011 Poster Contest

Commissioner Kelly Killion and Brandy Eisenmann presented awards to the winners of the 2011 Water Week poster contest. Asst Superintendent Craig Campbell photographed the event.

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Sale of 20 West Maple Avenue

Mr. Saraceni informed the Commission that there were no attendees present for the most recent auction. Staff requests permission to bid again and there is a discussion to modify the terms to include \$1000.00 down payment with remaining 10% of the bid price due within 15 days to the winning bidder. It was further agreed to continue to advertise monthly until the property is sold.

Marion Avenue Tank Painting

Allied Painting was the low bidder. Staff recommends award.

Solar Program

1st American was the bidding contractor that scored the highest in the bidding criteria. Staff recommends award.

Park Avenue Tank Project

Rich Spafford summarized the project breakdown, noting that 2 portions of the project will need to be bid. There was a discussion regarding a possible shared services agreement with a local Qualified Purchasing Agent. Mr. McConnell will research and report back to the Commission.

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

Staff Reports:

Mr. Saraceni reported on the recruitment process for Plant Operator, Accounts Receivable and Summer Help. Staff requested preliminary approval on the Plant Operator position, contingent on no additional qualified applicants prior to the application deadline.

Old Business:

No action taken.

New Business:

Marion Tank Painting

A motion was made to award the bid to low bidder, Allied Painting for \$1,010,000.00. Motion: Mr. German, 2nd by Ms. Killion; A unanimous roll call vote followed.

Solar Project

A motion was made to award to the contractor that scored the highest award criteria score, 1st American. Motion: Mr. German, 2nd by Ms. Killion; A unanimous roll call vote followed.

RESOLUTIONS:

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Project Status Table:

Rich Spafford provided an update on the PCC project.

Commissioners Reports / Discussions / Comments:

Mr. German thanked Commissioner Killion and staff for the great job with the poster contest presentation. Mr. German mentioned that there would be some large bills coming through shortly, and that the scholarship checks were being submitted for PHS Award night in early June. Mr. German also commented that there seems to be a lack of enthusiasm from the towns surrounding the Arbor Day tree planting and that perhaps we could find a way to create a greater interest from the municipalities next year. Mrs. Davis reported that staff did a great job with the poster contest and that she enjoyed being part of it. Ms. Killion thought staff did a great job putting the poster contest together so quickly and enjoyed being a part of it. Ms. Killion also commented on the Arbor Day tree planting and that she enjoyed participating, but agreed with Mr. German's sentiments regarding the lack of participation/enthusiasm from the towns. Mr. Brennan agreed that the poster contest was well done and that it was a great idea and likes that we're in the community creating awareness surrounding our product. Mr. Brennan also congratulated those that participated in making it a great success. Mr. Kofoet commented that he was very pleased with the awareness that the poster contest created. Mr. Kofoet discussed making better use of our space in the upcoming issues of Waterlines, and also thanked Superintendent Whalen for his insightful comments regarding the fact that our low water rates should be a factor in attracting and holding businesses to the Township at the most recent B.I.G. Council work session/breakfast.

In response to Commission comments regarding the publicity of MPWC rates, Mr. McConnell referenced conversations that he had with various legislators relative to the possible changing legislation affecting Water Commissions and authorities such as ours. He further discussed conversations that he had with a representative from the University of Delaware regarding the publishing of rates, whose representative was also a native of Pennsauken who was involved with the design of the Park Avenue tank (while working for Remington & Boyd) and who commented on the quality and price of MPWC water.

Mr. Brennan questioned the assignment of Mr. McConnell to the task of discussing MPWC concerns with those legislators without the knowledge and authorization from the entire Board. Mr. Kofoet stated that he authorized Mr. McConnell to do so, and apologized to the Commissioners for not bringing it to them in advance.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 6:55 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
June 9, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:00 PM
All Commissioners were present and the Open Public Meetings Act Compliance Statement was read.

Also in attendance was new Plant Operator, Tom Balducci.

Salute to the Flag: Commission President Kofoet asked everyone to remain standing after the salute and called for a moment of silence in memory of the recent passing of MPWC employee Samuel Magro.

Items to be discussed:

New Plant Operator Introduced

Mr. Tom Balducci was introduced to the Commissioners welcomed Tom to the MPWC.

Sale of 20 West Maple

Mr. McConnell indicated that there were no bidders at the June 9, 2011 auction. There was a discussion regarding continued advertising for the sale of the building each month going forward. Staff will investigate options for additional avenues of free or low-cost advertising to include: Waterlines, Channel 19 and B.I.G. Council mailing.

RFQs for Professional Services

Draft RFQ distributed to the Commissioners for review. The Commissioners agreed to edit the RFQ criteria for Engineer from 10 years of experience to 5 years of experience. The submissions are due by June 29th at 12:00 noon and will be advertised on the MPWC website, along with the websites of the Borough and the Township. Notifications will be made to the Clerks of the both Communities, as well.

PCC

Mr. Spafford reviewed the submitted Change Orders. Mr. Brennan indicated that future Change Orders should be submitted with actual plans, not hand-drawings. The total net cost for both submitted Change Orders is \$1,465.00

Personnel

Mr. Saraceni summarized activity surrounding the hiring of a new Plant Operator and support person for the Office, as well as the Summer Help program. Mr. Saraceni recognized the tremendous effort put forth by Angela Waldron through the simultaneous effort to hire all at once.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Executive Session:

Resolution to enter Executive Session at 6:18 PM regarding matters of litigation by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Resolution was made to return to Public Session of Business Meeting. Motion by: Mr. German, 2nd by Ms. Killion. Approved by a unanimous voice vote.

Commissioners Re-entered Public Session at approximately 6:29 PM.

Approval of the Minutes:

Motion to approve the Caucus, Regular and Executive Session Minutes of the May 12, 2011 Meeting, was made by Mr. German; 2nd by Ms. Killion; **a unanimous vote.**

Payment of Bills

Motion to approve payment of all bills dated June 9, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay Arnold's Safe & Lock, Hybrid Puratex, Municipal Maintenance and Township of Pennsauken dated June 9, 2011. Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Motion to open a new CD in the amount of \$200,000.00 at Susquehanna Bank. Motion: Mr. German; 2nd Ms. Killion; **a unanimous roll call vote.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

Staff Reports:

There was some discussion regarding the allocation bar chart submitted with Mr. Whalen's report and a suggestion to revise the title to more accurately indicate the data being displayed, Mr. Whalen will amend the chart accordingly.

Mr. Whalen addressed some preliminary operational testing at Well #3 – Browning Road, while Well #2 is offline being redeveloped. He indicated that the results were "too close to the bubble" and that the well was shut down as a precautionary measure and will remain out of service until Well # 2 can be returned to service. This would give the Woodbine Avenue Plant and opportunity to run, which would easily support the system in the interim. He anticipates that Browning #2 Well would be back in service in a week or so.

Mr. McConnell indicated that through his communication with the Borough of Merchantville, any issue still existing regarding the easement at the 20 West Maple Avenue property will be resolved at the next Borough Council meeting.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Old Business:

No action taken.

New Business:

PCC Change Orders

A motion was made to accept the PCC Change Orders in the amount of \$1,465.00 as submitted. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote followed.**

Authorization to Hire Jeannine Hershey

A motion was made to hire Jeannine Hershey. Motion: Mr. German, 2nd by Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

RESOLUTIONS:

None.

Project Status Table:

It was discussed that the Woodbine Sewer project is complete and will be removed. Mr. Spafford informed the Commissioners that the Marion Avenue Tank Painting Pre-Con meeting is to take place on Monday and that the contractor has been moving equipment onto the site. There was a discussion regarding well pump motors and the frequency with which they burn out and the conditions surrounding such. Mr. Spafford expressed that electrical current dips (three-phase services) have a tendency drop one of the three (3) legs which would cause the motors to overheat. Various precautions and remedies were discussed and all be pursued by staff.

Commissioners Reports / Discussions / Comments:

Mr. German informed staff and the Commissioners that the MPWC will be losing approximately \$410,000.00 in revenue next year with the loss of three (3) large customers: Lidestri Foods, National Vision and the Pennsauken Country Club. He further indicated that with projected \$4,000,000 in capital water system upgrades anticipated (the Painting of the next two (2) tanks – Park Avenue and Woodbine) along with main replacement that added bonded debt will be required. This, when combined with the anticipated loss in revenues would require an estimated 10% increase in water rates alone. Mr. German emphasized that the Commission will have to consider an even greater increase than 10% in the final budget analysis. Mr. German pointed out that the MPWC has always prided itself on having the lowest rates, however, the MPWC could still have a low rate, that is still lower than other surrounding rates. His comments were closed by stating that we still have to run the MPWC and maintain operations, certain things just cannot be cut. Mr. Kofoet discussed the positive recognition and compliments that the MPWC received at the GAC dedication. Mr. Kofoet mentioned that, due to illness, Mr. German missed his annual appearance at the Memorial Day ceremony, the first time in as many years as he can remember that Mr. German didn't make it to the ceremony.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 6:54 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
July 14, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:00 PM
All Commissioners were present, except Mr. Brennan, who was absent.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

REORGANIZATION MEETING:

Appointment of G. Burton German

Oath of office administered by Karl McConnell.

Nomination of Officers

A motion by Mr. German to nominate Mr. Kofoet to the position of President. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote, except Mr. Brennan was absent and Mr. Kofoet abstained.**

A motion by Mr. German to nominate Mrs. Davis to the position of Vice President. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote, and Mrs. Davis abstained.**

A motion by Mr. German to nominate Mr. Brennan to the position of Secretary. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

A motion by Ms. Killion to nominate Mr. German to the position of Treasurer. Motion: Ms. Killion; 2nd by Mrs. Davis; **A unanimous roll call vote and Mr. German abstained.**

A motion by Mr. German to nominate Ms. Killion to the position of Assistant Secretary/Treasurer. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote and Ms. Killion abstained.**

Executive Session:

Resolution to enter Executive Session at 6:06 pm regarding matters of personnel and contract negotiation.
Motion: Mr. German, 2nd by Ms. Killion. Vote was unanimous.

See separate Executive Session Minutes.

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Resolution to return to Public Session and re-enter into Business Meeting at 7:10 PM: Mr. German, 2nd by Mrs. Davis. Approved by a unanimous voice vote.

Re-entered **Business Meeting**. Public Session at approximately 7:10 PM.

Professional Services Appointments

A Resolution to appoint James J. Miles of Bowman & Company LLP as Auditor. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

A Resolution to appoint Your Part Time Controller as Accounting Consultant for six-months. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

A Resolution to appoint Connor Strong as Insurance Broker of Record. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

A Resolution to appoint Connor Strong as Broker of Record – Employee Benefits. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

A Resolution to appoint Remington & Vernick, T&M Associates, Consulting Engineering Services and ABR Consultants, LLC as Commission Engineers Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

A Resolution to appoint Parker McCay as Commission Bond Counsel. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Depositories & Signatories

A Resolution to Designate Depositories – which shall include NJ Cash Management Fund (see Resolution accompanying Minutes for complete list) Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Designation of Newspapers / Websites

A Resolution to designate the newspapers/websites (see Resolution accompanying Minutes for a complete list). Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Designation of Bank Signatures

A Resolution to approve Commissioners, as designated in accompanying Resolution, as authorized signatures for the MPWC **Operating Account**. Motion: Mr. German; 2nd by Ms. Killion; a **unanimous roll call vote.**

A Resolution to approve signatures for the MPWC **Payroll Account** as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Ms. Killion; a **unanimous roll call vote.**

Petty Cash Fund (Cash Management Plan)

A Resolution to establish the Petty Cash Fund of \$400.00. Motion: Mr. German; 2nd by Ms. Killion; a **unanimous roll call vote.** The Cash Management Plan was tabled, pending review, until the August Meeting.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

State Contract Purchases

Resolution to authorize purchases under the State Contract as designated in the accompanying Resolution.
Motion: Mr. German; 2nd, Ms. Killion: a **unanimous roll call vote**.

Public Agency Compliance Officer

Resolution to authorize appointment of a Public Agency Compliance Officer (C.O.O. Michael Saraceni), as designated in the accompanying Resolution... Motion: Mr. German; 2nd, Ms. Killion: a **unanimous roll call vote**.

C.O.O. Authorized for NJDEP/EPA Applications

Resolution to authorize the C.O.O. to make applications to the NJDEP/EPA, as designated in the accompanying Resolution. Motion: Mr. German; 2nd, Ms. Killion: a **unanimous roll call vote**.

Establish Open Public Meeting Dates

Resolution to establish the meeting dates and times for the year, same to appropriately published; Motion: Mr. German; 2nd, Ms. Killion: a **unanimous roll call vote**.

ITEMS TO BE DISCUSSED

PCC Project – Change Orders

Mr. Spafford indicated that the 1st two change orders were those discussed/approved at the last Commission meeting; that the 3rd was for credits to be issued and the 4th would be for the liner of the pond, as the originally quoted brand no longer existed. The total net impact after credits are applied would be a few thousand dollars. More specific details would be provided as they become available.

Marion Avenue Tank Project

Mr. Spafford provided the Commissioners with an update on the project, indicating that exterior painting would begin soon, assuming good weather. Project completion can be expected for early September.

Solar Program

Mr. Spafford indicated that there was an issue with contract language with the low bidder. Staff is not currently comfortable with the contract language. A meeting is scheduled to begin discussions with the 2nd lowest bidder, in the event that the low bidder cannot fulfill the MPWC's needs regarding the contract language. Mr. McConnell indicated that through the competitive contracting bid process, this is an acceptable practice. Staff will provide additional details at the next Commission meeting.

Approval of the Minutes:

Motion to approve the Regular and Executive Session Minutes of the June 9, 2011 Meeting, as amended, was made by Mr. German; 2nd by Mrs. Davis; a **unanimous vote**.

Payment of Bills

Motion to approve payment of all bills dated July 14, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; a **unanimous roll call vote**.

Motion to pay Arnold's Safe & Lock, Hybrid Puratex, and Township of Pennsauken dated July 14, 2011.
Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained**.

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Motion to approve escrow in the amount of \$5,204.00 for Wawa. Motion: Mr. German; 2nd Mrs. Davis; **a unanimous roll call vote.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

Sale of 20 West Maple Avenue:

Motion to accept bid of \$150, 000.00 for the purchase of 20 West Maple by Prime Associates, LP (Joe Lieberman) Mr. German; 2nd by Mrs. Davis; **a unanimous vote.**

Staff Reports:

No discussion.

Old Business:

Career Path Criteria

A motion to approve Career Path criteria for MPWC employees as presented by Staff and the Salary Committee. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Salary Adjustments

A motion to approve salary adjustments for MPWC employees as indicated on the accompanying Resolution, retroactive to July 1, 2011. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Employee Manual Amendment

A motion to approve an amendment/addition to the Employee Manual regarding "Separation of Employment". Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

New Business:

New Services

A motion to approve a new 1 ½" service at 3312 Cove Road. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote, except Mr. Brennan was absent.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German offered thanks to Mr. Whalen and Mrs. Eisenmann for their professionalism on the presentation of employee salary recommendations. Mr. German discussed that there was a slight detail overlooked in this year's audit and that Bowman and Co. was correcting the over-sight and that the Audit would be presented at the next Commission meeting. Mrs. Davis provided an overview of the webinar demonstrating the website product 'CivicPlus' and indicated that those who attended were excited about the possibility of moving forward with the project. Mr. Kofoet agreed and a brief discussion ensued among those that participated. Ms. Killion wished Mr. Kofoet a happy birthday and extended thanks to Mr. Whalen and Mr. Saraceni for the work that went into their meeting with the Salary Committee.

Adjournment:

Motion by Mr. German and 2nd by Ms. Killion; **unanimous** voice vote at 7:55 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
August 11, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann
James J. Miles, CPA

The President called the meeting to order at 6:00 PM
All Commissioners were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Audit Report

Mr. James J. Miles of Bowman & Co. reviewed the MPWC Draft Audit and reported no findings or comments. Final Audit Report to be forwarded to MPWC in the next few weeks.

Sale of 20 West Maple Avenue

Currently awaiting property survey; target date for closing on or before September 14, 2011.

PCC Project Status – Change Order

Mr. Spafford summarized the project activity and change order, which includes: 23 day extension and pond liners for \$17,426.69.

Solar Project

Contracts are currently under review; additional information to be presented at the next meeting.

Authorization to Bid Marion Avenue Antenna Leases

Mr. McConnell seeks Commission Authorization to go out to bid for antenna leases on the Marion Avenue tank. Commissioner Brennan indicated that at the most recent Merchantville Borough Planning Board meeting a party was looking to gain antenna space on the Woodbine tank. Mr. McConnell indicated that he was not aware of any request and that the Woodbine tank is currently full and unable to accommodate any additional antennas.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Approval of the Minutes:

Motion to approve the Regular and Executive Session Minutes of the July 14, 2011 Meeting, was made by Mr. German; 2nd by Ms. Killion; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills dated August 11, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to pay Hibrett-Puratex, Municipal Maintenance and Township of Pennsauken dated August 11, 2011. Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Motion to approve payment of a bill dated July 20, 2011 for GWP Enterprises. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Correspondence:

Revised Cash Management Plan: Mr. German reviewed the Plan for the Commission and clarified revision of 1 item prior to adoption of Plan.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

None.

Staff Reports:

Mr. Saraceni indicated that Mr. Miles would be providing final numbers for the Connection Fee calculations and that the proper advertisements would be handled upon receipt of that information for the annual hearing scheduled for September 8, 2011.

Old Business:

Cash Management Plan

A Resolution to approve the MPWC Cash Management Plan, as amended, Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

New Business:

PCC Change Order #4

A motion to approve "Change Order #4" for the PCC Project that authorizes additional expense to replace the pond liner as the originally specified product was no longer available was made. The approved cost of the liner is \$17,425.69 and with credits applied as a result of Change Orders 1, 2 & 3, the net cost of the Change Order will be \$2,834.69. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Authorization to Bid – Marion Avenue Antenna Lease

A motion to authorize going out to bid on antenna leases for the Marion Avenue tank. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

New Services

A motion to approve a new 6" Fire Service at Mall Chevrolet. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German thanked staff for the tremendous job over the past year, pointing to the audit results as proof of their hard work. Mr. Brennan also thanked staff for their hard work and professionalism. Mr. Kofoet echoed the sentiments of Mr. Brennan and Mr. German.

Executive Session:

Resolution to enter Executive Session at 7:01 PM regarding matters of personnel by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Commissioners Re-entered Public Session at approximately 7:25 pm.

Adjournment:

Motion by Mr. German and 2nd by Mrs. Davis with a **unanimous** voice vote at approximately 7:26 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
September 9, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann
James J. Miles, CPA
Patricia Croce, Stenographer

The President called the meeting to order at 6:00 PM
All Commissioners were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

Connection Fee Hearing

The meeting was turned over to General Counsel, Karl McConnell. Mr. McConnell conducted the advertised connection fee hearing. Full transcript of hearing shall be retained in the records of the Commission.

ITEMS TO BE DISCUSSED

2010 Audit Report – Final Copy

Mr. James J. Miles of Bowman & Co. reviewed the MPWC Audit and distributed copies to Commissioners and Staff.

BAN Rollover

Mr. German instructed Staff to proceed with the BAN rollover, including requiring Bond Counsel to solicit quotes for interest rates from various banks.

20 W Maple - Settlement

Scheduled for Monday, September 12, 2011 @ 1:00 PM in the Public Meeting Room of the Westfield Avenue Administrative Offices.

PCC Project Status – Change Order

Mr. Spafford summarized the project activity and change order submitted for installation of a pond drain and sump and pump and a time extension of 30 days due to excessive rainfall. The value is \$8,300.00. The Commissioners agreed that Pennsauken Township should sign off on this and all future change orders prior to MPWC review and approval.

Solar Project

Mr. Spafford informed the Commission of the terms presented in the contract and requested approval to proceed with the project.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Plan 125, Chapter 78 Changes

Mr. Saraceni summarized the Plan 125 changes as defined by state law, indicating an October 1 effective date for new pension and healthcare deductions as they apply to employees. Mr. Saraceni also outlined the requirements for the new Flexible Spending Account and Dependent Care Plans and suggested researching options for a 3rd party administrator for those plans. The information and 125 Plan revisions will be made available at the October meeting.

Customer Dispute – 4727 Springfield Avenue

The Commission agreed to uphold the decisions/actions made by Staff with regard to this account dispute.

Approval of the Minutes:

Motion to approve the Regular and Executive Session Minutes of the August 11, 2011 Meeting, was made by Mr. Brennan, 2nd by Ms. Killion; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills dated September 9, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to pay Hybrid Puratex, and Arnold Safe and Lock, dated September 9, 2011. Motion: Mr. German; 2nd Ms. Killion; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

None.

Staff Reports:

Mr. Saraceni expressed gratitude to MPWC staff that participated in OEM operations through hurricane Irene and passed along the complimentary remarks from the OEM personnel. Additionally, Mr. Saraceni asked the Commission to review a proposed new regulation dealing with account disputes and customer appeals. Mr. McConnell explained case law behind the proposed regulation. Mr. Kofoet asked the Commissioners to please review the proposed regulation and to reach out to either Mr. McConnell or Mr. Saraceni with any questions/comments. At Commissioner Brennan's request, Mr. Spafford explained the costs incurred and procedures for the pulling/removal of the Delaware Gardens well.

Old Business:

2010 Audit

A motion to approve the 2010 MPWC Audit. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

20 West Maple Avenue Settlement

A Resolution to proceed with settlement on 20 West Maple Avenue. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Solar Project – Browning Road

A motion to approve accept the contract for the Solar Project at Browning Road. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

New Business:

Connection Fees – Authorization and Effective Date

A Resolution to approve new connection fees, as outlined in the Connection Fee Hearing transcript, effective December 1, 2011. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

BAN Rollover – Note Resolution

A motion to approve the BAN rollover. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German discussed the 2012 budget and necessary capital improvements to be considered for the budget process, noting that the MPWC should be careful when preparing the budget, noting expenses and substantial amount of financing on the books. Mr. German indicated that the MPWC would need to look very carefully at the rates in order to make very necessary capital improvements including tanks and mains, urging the Commissioners and Staff to be very careful when considering any additional financing. Mrs. Davis agrees with Mr. German and is concerned about the cost to reline/replace water mains and expressed the importance of investigating other vendors and in getting multiple quotes for the relining services. Mr. Brennan thanked staff for providing the Commission with the confidence that when they asked for something to be taken care of; it would be without having to give it further thought. Mr. Brennan appreciates the concern that the MPWC employees have for all of its customers. Mr. Kofoet thanked Superintendent Whalen and his Staff for their participation in the OEM operations at Park Avenue through Hurricane Irene and for their hospitality and responsiveness.

Adjournment:

Motion by Mr. Kofoet and 2nd by Ms. Killion; **unanimous** voice vote at 7:12 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
October 13, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Asst. Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann
James J. Miles, CPA

The President called the meeting to order at 6:00 PM

All Commissioners were present.

Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Land Anticipation Note - Rollover

First Colonial was the only bidder, with a rate of 1.6%.

Regulation Amendments

- a. 1020 Administrative Review and Appeals
- b. 1017 Discontinuance of Service (amend existing)

Mr. Saraceni summarized the proposed Regulation amendments. The Commission tabled this draft and requested that staff conduct additional research related to proposed amendments to Regulation 1017.

PCC Project Status

Mr. Spafford provided a project status update, including that he is still awaiting approval from Pennsauken Township on Change Order #5.

Plan 125 - FSA

Mr. Saraceni summarized the proposed FSA plans for healthcare and childcare expenses. There was a discussion regarding the per employee participation costs and Mr. Saraceni indicated that due to the fact that the State is requiring that the MPWC offer the plans, he is seeking the Commission's blessing to proceed with an employee information session scheduled for November 14, and also permission to implement, based on participation, for the first of the year. The monthly administrative fee (\$4.00) will be paid by the employee.

Recommendation for Appointment of Temporary QPA

Mr. Saraceni recommended that the Commission appoint the Finance Director, Joyce Peirce, as the MPWC's temporary QPA. Mr. Saraceni also indicated that any MPWC employee expressing an interest, and fulfilling the eligibility requirements, would be eligible to test under this one-time offering before the testing requirements are modified to include classes prior to testing.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Approval of the Minutes:

Motion to approve the Minutes of the September 9, 2011 Meeting, was made by Mr. Brennan, 2nd by Ms. Killion; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills dated October 13, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis and Ms. Killion; **a unanimous roll call vote.**

Motion to pay Hybrid Puratex, and Municipal Maintenance, dated October 13, 2011. Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

None.

Staff Reports:

Commissioner Brennan expressed that he received a complaint from a water customer (Mrs. Mitchell) that there was not adequate customer notice provided regarding the flushing program dates. A brief discussion ensued regarding ongoing efforts and at the direction of the Commission, staff will investigate incorporating additional and more effective means of notification to the public for subsequent programs.

Old Business:

Regulation 1020 – Administrative Appeals

A motion to approve MPWC Regulation 1020. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

New Business:

BAN Rollover

A motion to approve the BAN rollover to the sole bidder, First Colonial Bank. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Plan 125 – FSA Programs

A motion to approve the recommended vendor, Benefit Express, to administer the Plan 125 FSA program. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

New Services

Motion to approve new services at 6800 Westfield Avenue and 4455 Garden Avenue, Pennsauken, NJ. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German thanked staff for the great job and of the time they spent preparing the budget.

Budget Presentation:

Mr. German summarized the budget preparation activities for the Commissioners and then turned the meeting over to Mr. Saraceni for a more detailed review of the proposed budget. The C.O.O. presented various budget details/highlights. During discussions, Mr. Brennan proposed the creation of a Commission sub-committee for budget discussions with the host communities. The Commission determined that a Special Meeting will be advertised for November 2, 2011 at 5:00 PM for formal budget introduction/approval.

Adjournment:

Motion by Mr. Kofoet and 2nd by Mr. Brennan; **unanimous** voice vote at 7:59 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
October 13, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Asst. Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann
James J. Miles, CPA

The President called the meeting to order at 6:00 PM
All Commissioners were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Bond Anticipation Note - Rollover

First Colonial was the only bidder, with a rate of 1.6%.

Regulation Amendments

- a. 1020 Administrative Review and Appeals
- b. 1017 Discontinuance of Service (amend existing)

Mr. Saraceni summarized the proposed Regulation amendments. The Commission tabled this draft and requested that staff conduct additional research related to proposed amendments to Regulation 1017.

PCC Project Status

Mr. Spafford provided a project status update, including that he is still awaiting approval from Pennsauken Township on Change Order #5.

Plan 125 - FSA

Mr. Saraceni summarized the proposed FSA plans for healthcare and childcare expenses. There was a discussion regarding the per employee participation costs and Mr. Saraceni indicated that due to the fact that the State is requiring that the MPWC offer the plans, he is seeking the Commission's blessing to proceed with an employee information session scheduled for November 14, and also permission to implement, based on participation, for the first of the year. The monthly administrative fee (\$4.00) will be paid by the employee.

Recommendation for Appointment of Temporary QPA

Mr. Saraceni recommended that the Commission appoint the Finance Director, Joyce Peirce, as the MPWC's temporary QPA. Mr. Saraceni also indicated that any MPWC employee expressing an interest, and fulfilling the eligibility requirements, would be eligible to test under this one-time offering before the testing requirements are modified to include classes prior to testing.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Approval of the Minutes:

Motion to approve the Minutes of the September 9, 2011 Meeting, was made by Mr. Brennan, 2nd by Ms. Killion; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills dated October 13, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis and Ms. Killion; **a unanimous roll call vote.**

Motion to pay Hybrid Puratex, and Municipal Maintenance, dated October 13, 2011. Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

None.

Staff Reports:

Commissioner Brennan expressed that he received a complaint from a water customer (Mrs. Mitchell) that there was not adequate customer notice provided regarding the flushing program dates. A brief discussion ensued regarding ongoing efforts and at the direction of the Commission, staff will investigate incorporating additional and more effective means of notification to the public for subsequent programs.

Old Business:

Regulation 1020 – Administrative Appeals

A motion to approve MPWC Regulation 1020. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

New Business:

BAN Rollover

A motion to approve the BAN rollover to the sole bidder, First Colonial Bank. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Plan 125 – FSA Programs

A motion to approve the recommended vendor, Benefit Express, to administer the Plan 125 FSA program. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

New Services

A motion to approve new services at 6800 Westfield Avenue and 4455 Garden Avenue, Pennsauken, NJ. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German thanked staff for the great job and of the time they spent preparing the budget.

Budget Presentation:

Mr. German summarized the budget preparation activities for the Commissioners and then turned the meeting over to Mr. Saraceni for a more detailed review of the proposed budget. The C.O.O. presented various budget details/highlights. During discussions, Mr. Brennan proposed the creation of a Commission sub-committee for budget discussions with the host communities. The Commission determined that a Special Meeting will be advertised for November 2, 2011 at 5:00 PM for formal budget introduction/approval.

Adjournment:

Motion by Mr. Kofoet and 2nd by Mr. Brennan; **unanimous** voice vote at 7:59 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
November 10, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Asst. Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:00 PM
All Commissioners were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Annual Contracts – Authorization to Bid

Staff requests permission to bid, with a bid opening scheduled for December 6, 2011 – anticipated award at December meeting.

PCC Project Status – Change Order #5

Mr. Spafford indicated that Pennsauken Township has signed-off on/approved Change Order #5.

Solar Contract

Contracts have been sent back to the contractor for review and comment. Assuming agreement on the contracts, the project is approximately a month away from permitting.

Park Avenue Tank – Authorization to Bid

Mr. Spafford is seeking authorization to bid on the materials for the valve repair, noting that bid preparation, submittal, award and delivery will take approximately 3 months, putting project start sometime in early Spring. Mr. Spafford will also prepare to submit documents for NJEIT low-interest funding that could become available in the New Year for the painting of the Park Avenue tank scheduled for 2013.

Reverse 9-1-1

Mr. Spafford summarized his meeting with a vendor that provides “reverse 9-1-1” support to a broad spectrum of industries, including utility. This would be used for customer notification purposes. The Commission requests additional information, including investigating additional vendors who may be able to provide the same service.

Selection Criteria, Appointed Consultants - YPTC

There was a discussion regarding the extension of the annual contract for “Your Part Time Controller” while staff conducts the necessary research for updating the bid criteria.

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Approval of the Minutes:

Motion to approve the Minutes of the October 13, 2011 Business Meeting, as amended, was made by Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to approve the Minutes of the November 3, 2011 Special Meeting, as amended, was made by Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills dated November 10, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to pay Hybrid Puratex, Municipal Maintenance and Pennsauken Township, dated November 3, 2011. Motion: Mr. German; 2nd Mr. Brennan; **all approved, except Mr. Kofeet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment at 6:25 PM

Present: Theodore and Judith Reim of 1631 47th Street, Pennsauken, NJ 08110

The Reims addressed the Commission regarding a recent high bill due to a failing remote at their property. The Commission heard the complaint and asked Mr. Saraceni to explain the MPWC's effort to replace the faulty remotes within the service area. The Commission instructed the Customer Service Director to conduct a thorough investigation of the account and to reach out to the Reims after the Thanksgiving holiday to schedule a meeting to review the account in detail.

Motion to close the public portion of the meeting at 6:45 PM. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

BID OPENINGS:

None.

Staff Reports:

No discussion.

Old Business:

None.

New Business:

Annual Contracts

A motion authorizing going to bid for the annual contracts. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Park Avenue Tank Bid – Repairs Only

A motion to bid on materials for the repair portion of the Park Avenue Tank Project. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Consultant Selection Criteria Amendment

A motion to extend the contract of YPTC until the MPWC's reorganization meeting in July, 2012. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Bad Debt Removal

A motion was made to remove uncollectable debt accounts submitted by staff. The Commission authorized the removal with the exception of three (3) properties identified by the Commission to remain. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

New Services

None.

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mrs. Killion wished Staff and The Commission a Happy Thanksgiving. Mr. McConnell reminded everyone that the Commissions Public Rate Hearing would take place on 11/29/2011 at 5:00 PM.

Executive Session:

Resolution to enter Executive Session at 6:48 PM regarding matters of personnel by Mr. Kofoet, 2nd by Mr. German. Vote was unanimous.

See separate Executive Session Minutes.

Re-entered Public Session at approximately 7:00 pm. Motion by Mr. German and 2nd by Ms. Killion; a unanimous voice vote.

Adjournment:

Motion by Mr. German and 2nd by Ms. Killion; **unanimous** voice vote at 7:01 pm.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
December 8, 2011**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofeet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeffrey C. Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 9:30 AM
All Commissioners were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

2012 Budget Adoption

To be approved.

2012 Proposed Rate Adjustments

To be approved for January 1, 2012 implementation.

Annual Contracts

Mr. Spafford distributes a bid summary and discusses the bidders and makes recommendations for approval.

DEP – Notice of Non-Compliance, Sampling Omission

A routine sampling at Woodbine Avenue was skipped. Mr. Whalen will note the omission in the CCR report.

2012 Commission Meeting Schedule

No discussion.

2012 Proposed Holiday Schedule

No discussion.

Solar Contract

Mr. Spafford is presenting contacts for signature.

Reverse 9-1-1

Mr. Spafford researched additional vendors, as noted in his report, and recommends moving forward with implementation with Swiftreach. The Commission directed Staff to reach out to the host communities regarding a possible shared services agreement.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Chapter 78 – Change in Law, FSA Costs

Mr. Saraceni informs the Commission of the changes in law that require the employer to pay the fees associated with employee participation in the FSA program. The Commission suggests that staff inform all employees and re-open the enrollment period temporarily to allow for reconsideration.

Prescription Carrier for 2012

Horizon will replace Benecard as the MPWC's prescription carrier for 2012, beginning January 1. There was a brief discussion regarding the open enrollment period for benefits. Staff to confirm the date by which open enrollment commences.

Antennae Bid – Marion Avenue, 2 Sites

Mr. McConnell informs the Commission that the existing on-site shed has been sub-divided to accommodate both the existing contractor and another. Mr. McConnell is seeking authorization to bid on both the space in the existing shed and also an additional site at the Marion Avenue property to be considered in the future.

There was a discussion regarding potential space at the Browning Road plant, to be determined after the solar field is in place.

Approval of the Minutes:

Motion to approve the Minutes of the November 3, 2011 Business Meeting & Executive Session, the November 10, 2011 Special Meeting and the November 29, 2011 Rate Hearing, was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills December 8, 2011, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay Hybrid Puratex and Pennsauken Township, dated December 8, 2011. Motion: Mr. German; 2nd Mr. Brennan; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

Mr. McConnell asked that the record show that no one from the public was present, despite the fact that the new rates were publically advertised following the November 29, 2011 rate hearing.

Motion to close the public portion of the meeting at 6:45 PM. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

BID OPENINGS:

Annual Contracts Bids – See New Business

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Staff Reports:

Mr. Saraceni thanked the Commission for hosting the annual employee recognition and holiday breakfast and wished everyone a happy holiday. Mr. Whalen, Mrs. Eisenmann and Mr. Spafford joined Mr. Saraceni in those sentiments and also wished everyone a happy holiday. Mr. McConnell wished everyone a Merry Christmas and also thanked the Commission for the breakfast.

Old Business:

None.

New Business:

2012 Budget Adoption

A motion to authorizing adoption of the 2012 budget. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

2012 Proposed Rate Amendments

A motion to adopt the rate adjustments as presented at the Rate Hearing. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Annual Contracts

A motion to approve contract numbers 12-03 through and including 12-07, 12-11 through and including 12-13 and 12-15. This awards contracts to vendors bidding this year, as well as includes those contracts with options to extend an additional year. Bids regarding Electrical Maintenance and Corrosion Inhibitor were tabled until the Engineer/General Counsel can review further, deferred to January's meeting. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Commission Meeting Schedule

A motion to approve the 2012 Commission Meeting Schedule. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Commission Holiday Schedule

A motion to approve the 2012 Commission Holiday Schedule. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Amend 125 Plan to include the FSA Program

A motion to amend the 125 Plan to include the addition of the FSA program. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

FSA Costs by MPWC

A motion to authorize that FSA employee participation charges would be paid by the MPWC as per Chapter 78 revised interpretation. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Antennae Bid – Marion Avenue

A motion granting authorization to bid for antennas on two (2) sites at the Marion Avenue plant. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

New Services

A motion to approve new services at Golf Course Villas, consisting of one (1) 4" and one (1) 6" fire service along with two (2) 4" domestic services. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German offered compliments to the current Commissioners and staff for all of their hard work and wished everyone a Happy Holiday season. Mr. Brennan congratulated Mr. German on his 35 years of service to the Commission and thanked him for his dedication and commitment and expressed his honor at being able to serve alongside of Mr. German. Mr. Brennan also wished everyone a Happy Holiday. Mrs. Davis wished everyone a Merry Christmas and complimented the Commissioners and Staff on a job well done with the holiday parades and organization of the Holiday Breakfast. Mrs. Davis complimented MPWC staff for a job well done with the presentation of the proposed Vision Statement relative to the Mission Statement. Ms. Killion echoed those sentiments with regard to the Vision/Mission statements and wished everyone a Merry Christmas and Happy New Year. Mr. Kofoet expressed gratitude and congratulations to Mr. German for his 35 years of dedicated services and noted that Mr. German's presence has been an integral part of the progress and success of the MPWC over the years. Mr. Kofoet extended his appreciation to the MPWC staff for their work on the breakfast and the parades and praised the committed hard work of everyone involved in bringing the Commission to its present state of success. Mr. Kofoet wished the staff and Commissioners a very Merry Christmas.

Executive Session:

Resolution to enter Executive Session at 10:15 AM regarding matters of personnel by Mr. Kofoet, 2nd by Ms. Killion. Vote was unanimous.

See separate Executive Session Minutes.

Commissioners Re-entered Public Session at approximately 10:27 am. Motion by Mr. German and 2nd by Ms. Killion. Vote was unanimous.

Mr. German motioned that the Commission approve a 2.0% salary adjustment for all employees for 2012, effective January 1, 2012, 2nd by Ms. Killion. The vote was unanimous.

Adjournment:

Motion by Mr. German and 2nd by Mrs. Davis; unanimous voice vote at 10:29 AM.

Submitted by,
Brandy Eisenmann & Michael Saraceni